SACRAMENTO WORKS JOB CENTER SYSTEM SERVICES

SECTION V

**REQUIRED RESPONSE FORMAT**

**CURRENT FUNDING SOURCES FORM**

**PENDING APPLICATIONS FORM**

**REFERENCES FORM**

# LIST OF REQUIRED EXHIBITS

**(fill-in prompt included only to enable access to this page)**

***Please use the “Tab” key to move between fill-in prompts and not the “Enter” key.***

**REQUIRED RESPONSE FORMAT**

**Sacramento Works Job Center System Services**

**WIOA for PY 2020-21**

1. Proposer:

2. Address:

City:       State:       Zip:

1. Contact Person(s):

Phone:       Fax:

# E-Mail Address:

1. Funding Request and Activity: Please place the total amount requested for the proposed activity in Column A, the total number of customers to be served in Column B and the cost per customer in Column C.

|  |  |  |  |
| --- | --- | --- | --- |
| **Services** | A. Total Amount Requested | B. Total # to be Served | C. Cost per Customer |
|  |  |  |  |
| SWJC Career Services | $ |  | $ |
|  |  |  |  |
| **TOTALS** | $ |  | $ |

SETA reserves the right in its sole discretion, to select the funding source from which to award grants provided that the activities identified in the proposal may be funded from that source and categories. Grant recipients will be required to adhere to the statutes, regulations, or policies applicable to the funding source under which the funding is provided.

5. Agency Status:

Private non-profit:       Private for-profit:       Public Agency:

Other (Specify):

6. Assurances and Certification:

I, (We), the undersigned, as the duly-authorized representative(s) of the proposer, affirm that the information and statements contained within this proposal, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this proposal from the proposer to deliver services. The corporate resolution, or other valid instrument, is attached as **Exhibit A** that certifies authority expressed.

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Signature Signature

Typed Name Typed Name

Date Date

**I. EXECUTIVE SUMMARY/SYNOPSIS OF PROPOSER’S SACRAMENTO WORKS JOB CENTER SERVICES**

Please provide a summary of the:

1. purpose and goals of the proposed services,
2. community/geographic area proposer proposes to serve,
3. needs in the community, including the numbers and types of hard-to-employ job seekers, the economic and workforce conditions in the area, and proposed strategies to address service needs,
4. proposer’s service delivery model, and the activities proposed to be provided,
5. outcomes to be achieved,
6. impact the outcomes will have on/in the community, and
7. physical location including address, layout, square footage, accessibility, hours of operation of your facility(ies).

1. **ALLOWABLE SERVICES SOLICITED UNDER THIS RFP**

For the purposes of this RFP, SETA is only seeking applications for the services identified below.

Please note: SETA reserves the right to fund portions of OR specific components of the proposed application based on the needs of the local area and/or demonstrated ability/experience to provide the proposed services.

1. **OUTREACH AND RECRUITMENT** 
   1. Describe the outreach, recruitment, and assessment process that will be used to identify the services needed by the customer. Include the strategies that will be used to recruit hard-to-reach, vulnerable customers.

1. Describe the collaborative partnerships developed with educators, employers, workforce development, community and other organizations to ensure that customers, particularly hard-to-employ customers, can access the services necessary to succeed.

1. **BASIC AND INDIVIDUALIZED CAREER SERVICES (see Section II of this RFP for the definitions of the Basic and Individualized Career Services)**

1. Identify the Basic and Individualized Career Services that will be provided and how many customers will be served. Include categories of hard-to-employ customers that will be served.

2. Describe the experience of proposer in providing the proposed Basic and Individualized Career Services. Include the ability to provide the proposed services at alternate locations where job seekers congregate.

3. Describe the planned services and supports to be provided to the customers, particularly hard-to-employ customers, that will enhance employability, career development, job placement and retention, and future earnings.

4. Describe leveraged resources and how they will expand services offered to job seekers.

5. Describe how customers will be supported in their effort to research and move forward toward career options/pathways.

6. Describe how Priority of Service will be ensured for customers accessing Individualized Career Services.

7. Describe how proposed services align with the needs of local employers/businesses. Include any partnerships with employers from specific industry sectors/clusters, particularly those partnerships that connect hard-to-employ customers with jobs.

1. Describe how customers will be connected to training services. Include strategies that will be utilized to target specific occupations/sectors, leverage existing training resources, and coordinate partner services to ensure training completion, employment and career pathway progress.

1. **FOLLOW-UP SERVICES**

a) Describe the follow-up services that will be provided to customers to ensure continued employability, job retention, career development and future higher earnings.

b) Describe the frequency by which contact with customers and employers will be made.

**III. COLLABORATIVE PARTNERSHIPS and PROGRAM MANAGEMENT**

**A. Collaboration/Partnerships**

1. Describe how the proposer will successfully form collaborative relationships with partners of the SWJC system.

1. Describe the leveraged funding, required partnerships and other partnerships developed that will enhance and expand services proposed.

1. Describe the proposer’s experience in providing the proposed services. Include information on proposer’s expertise and capacity to place job seekers in targeted employment.

1. Complete **Exhibit F**.

**B.** **Program Management and Capacity**

1. **Organizational History** - Provide a brief history of proposer, including a description of its history and experience in workforce development, specifically in operating training activities included in this RFP or comparable operations. Include history, purpose, years of operation, number of staff and services provided to the community.

1. **Organizational Structure** - Proposer must provide an organizational chart showing the size and structure of the organization. Proposer must also provide an organization chart for the services it is proposing to provide, including all staff related to services, and those funded through other sources (**label Exhibit B**). Additionally, include the job descriptions for all key staff (**label Exhibit C**).

1. **Technology Plan -** Describe the proposer’s technology plan and capacity to support services proposed. This information should include a description of computer hardware and software, printing capability, internet capacity and other relevant telecommunications technology. Additionally, describe the proposer’s maintenance and support infrastructure, problem reporting and resolution process, and tracking metrics related to customer computer access and problem resolution. All successful proposers will be provided access to and training on the CalJOBS client tracking system to enter relevant participant information/data. However, SETA will not provide the staffing and technology support for successful proposers.

**4.** **Performance** – In Addition to the CalJOBS client tracking system, describe how the proposer will measure services and success.

**5.** **Fiscal Controls -** Describe the proposer’s fiscal accountability experience and internal fiscal system, including:

1. A description of the proposer’s experience managing and accounting for state and federal funds;
2. Type of accounting system used and a description of automated supports;
3. The qualifications of the staff responsible for the preparation of the fiscal reports;
4. The internal controls used in proposer’s fiscal systems;
5. How proposer will repay any potential disallowed costs; and,
6. A list of all credit and monitoring findings over the past three fiscal years.

**6.** **Internal Program Evaluation and Monitoring** - Describe the process to be used to evaluate and monitor the proposed services and staff, and formally document the results, including:

a. Activities reviewed;

b. Frequency;

c. Corrective action; and,

d. Staff assigned to monitor/evaluate.

**IV.** **BUDGET INFORMATION**

**1)** **Budget Form** - Complete and submit **Exhibit D**, Budget and Cost Allocation Plan, of this RFP. All personnel costs must identify the staff positions, annual salaries, and percentages of annual time spent on the funding sources. Non-personnel costs should also be further outlined into specific line items (such as supplies, equipment, repairs, and mileage).

The Budget and Cost Allocation Plan (**Exhibit D**) must be submitted for the period *July* *1, 2020* through *June 30, 2021.*

Cost allocation plans must reflect the methodology used to prorate common operating costs to each funding source. Examples of common operating costs are infrastructure costs (e.g. rent and copier machines), as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources.

**2) Budget Narrative –** Describe the justification for all costs built into the line-item detail of the Budget and Cost Allocation Plan (**Exhibit D**), and the methodology used to derive each cost.

**V. REFERENCES**

Organizations not currently funded by SETA, and service providers who received funds prior to July 1, 2018, must complete **Exhibit E**, providing at least two (2) complete references from organizations/agencies (other than the Sacramento Employment and Training Agency) that the proposer has had direct involvement with or funding from for projects of similar size and scope. The following information for each reference shall be listed in the proposal:

* Reference’s organization name;
* Reference’s address and phone number;
* Contact person; and
* Description of services provided.

**VI. Litigation Status**

Respondents involved in any litigation must furnish all information on the nature and magnitude of the litigation whereby, during the past two years, a court has ruled against its organization in any matter relating to state and/or federal funded activities. In addition, respondents must describe the nature, magnitude and status of any litigation, current or pending, against its organization in any manner related to federal and/or state funded activities.

Recognizing the need to maintain confidentiality in this matter, respondents may provide this information in a separate letter directly to SETA staff member by the deadline date for proposal submission:

Ms. Monica Barber

Sacramento Employment and Training Agency (SETA)

925 Del Paso Blvd., Suite 100

Sacramento, CA 95815-3512

Monica.Barber@seta.net

If preferred, respondent may include the information on litigation below.

VII. PERFORMANCE MEASURES

* + - * 1. Indicate the proposed benchmarks/outcomes for the proposed training activities:

*(Please indicate rates as percentages and earnings in dollars)*

WIOA ANTICIPATED OUTCOMES

**PY 2020-2021**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Services** | **Certificate/**  **Diploma Rate** | **Entered Employment Rate** | **Employment Retention Rate** | **Median Wage** |
| **Individualized Career** | % | % | % | $ |
|  |  |  |  |  |
|  |  |  |  |  |

B. Provide the following performance outcomes:

1. Training Completion Rate -      %

2. Training Placements in SacWorks approved Occupational Clusters -      %

3. Real-time Job Placement Rate

TO MAINTAIN UNIFORMITY OF RESPONSES, THE FOLLOWING EXHIBITS MUST BE LETTERED AS OUTLINED BELOW AND MUST BE ATTACHED AT THE BACK OF THE PROPOSAL. DO NOT RELETTER EXHIBITS.      (fill-in prompt included only to enable access to this page)

THE REQUIRED EXHIBITS ARE AS FOLLOWS:

EXHIBIT A Corporate Resolution **(supplied by proposer)**

EXHIBIT B Organizational Chart **(supplied by proposer)**

EXHIBIT C Job Descriptions **(supplied by proposer)**

EXHIBIT D Budget and Cost Allocation Plan Form

EXHIBIT E References Questionnaire Form

EXHIBIT F Partners, Responsibilities, and Resources Chart

EXHIBIT G Current Funding Sources Form

EXHIBIT H Pending Applications Form